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USER SURVEY COMING SOON

This fall, ePM users will have an opportunity to provide feedback on the current and future use of ePM via an online survey. The last ePM survey was held in 2013, so it has been awhile since this type of data has been gathered. The results of the survey will be compared with the 2013 survey results to get an idea of what areas have improved over the years and what areas still need attention. Your feedback will also assist in determining what system features are needed for the future. The next ePM newsletter will provide the results of the survey, so be on the lookout for the survey and let your voice be heard.



As a reminder, if you have technical questions about ePM, contact ePM Support at epmsupport@gsa.gov.

FY17 EPM/EPMPRESS IMPROVEMENTS

In early FY17, the ePM Team will enhance ePM/ePMXpress with the following improvements:

- **October**
 - Add construction/demolition waste diversion fields to ePMXpress Details.
 - Fix ePMXpress look-up list filter functionality during initial project creation.
 - Enable new ePM functionality in the Quotes and Instructions modules. Functionality provides a location where project teams can collaborate on draft change order pricing and no cost technical directives/instructions.
 - Enable automated email alerts for pending and past estimated substantial completion dates.
- **December**
 - Improve ePMXpress load and save time performance.
 - Create a new archive database of older ePM/ePMXpress projects.
- **January**
 - Allow for tagging of specific documents in ePM with SBU/CUI designation.
 - Change ePM "project states" to match industry terminology.
 - Allow for entry of additional PCN/RWA numbers in ePM/ePMXpress.
 - Various ePMXpress enhancements.

SENSITIVE BUT UNCLASSIFIED (SBU) ASSESSMENT FOLLOW UP

PBS recently completed a SBU assessment of 41 capital projects. The purpose for the assessment was to ensure PBS' adherence to the [P 3490.2 Document Security for Sensitive But Unclassified Building Information policy](#) and also to identify areas of potential SBU-related vulnerabilities that may be eliminated with additional guidance or training. The assessment included a questionnaire, ePM project review, and one-on-one discussions with each of the project managers of the projects being assessed. Overall, there is a strong awareness for the need to safeguard SBU building information, however, there are still areas of vulnerability that need to be addressed.

Key findings included: 1) Timing of SBU designation happens earlier than policy requirement; 2) Third party tools are being used for document collaboration that contain SBU building information; 3) On average, ePM is used 62% of the time to review, store and transmit documents between GSA project team members and external contractors; 4) Some design documents are not marked with the SBU designation as required by the SBU Policy; 5) Entire design sets are being marked with the SBU designation. Based on these findings, next steps will include additional training and guidance for project teams on the following topics:

- The process for designating whole projects as SBU
- Proper marking of SBU documents (when and how)
- Approved software/tools for storing and transmitting SBU building information
- Ensuring the most recent SBU Policy (P3490.2) clause is included in all project contracts



THE YEAR IN NUMBERS



Here's a look at some of the ePM statistics that stand out from FY16:

1,349: Number of users trained
4,822: Number of resolved help desk tickets
2,498: Number of users recertified during recertification period
5,135: Number of projects created
4,129: Number of active projects
2,880: Number of active users
32,878 : Number of unique logins

ePM Resources:

ePM Support
epmsupport@gsa.gov
(866) 367-7878
M-F 7:30 AM—7:00 PM ET

ePM Portal and User Resources
<https://epm.pbs.gsa.gov/portal/>

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FY17 SMALL PROJECT MEASURE AND KPI CHANGES

In FY17 the national PBS Small Project Delivery Measure, Timely Award Key Performance Indicator (KPI) and Construction/Demolition Waste Diversion KPI will be changing. These changes will impact which ePM/ePMXpress fields are used for measure/KPI calculations.

- The Schedule component of the Delivery Measure, will now focus on the project execution phase between 'Construction Start/Notice to Proceed' and 'Substantial Completion'. This change requires small project managers to ensure at 'Construction Start/Notice to Proceed' that an actual NTP date is entered into ePMXpress, and that the 'Substantial Completion' date is baselined. A project that finishes within 10% of their baselined duration will pass the measure.
- The Budget component of the Delivery Measure, will measure total construction obligations versus construction contract award. Data will be reported from EASi/FMIS and matched to ePM records via PCN/ASID/RWA numbers. A project that has total construction obligations within 10% of award will pass the measure.
- The Schedule component of the Timely Award KPI monitors the timeliness of GSA project teams in awarding construction contracts, comparing the actual 'Construction or Design/Build Award' milestone to the baseline. Project Teams must baseline the 'Construction or Design/Build Contract Award' milestone at the time of 'Construction or Design/Build PR' and keep actual milestones up to date in ePMXpress.
- The Budget component of the Timely Award KPI monitors the cost management efficiency of GSA project teams in awarding construction contracts, comparing the 'Construction Estimate/ECCA' to the construction contract award amount. Project Teams must enter the 'Construction Estimate/ECCA' in ePMXpress at the time of 'Construction or Design/Build PR'. Construction contract award amount is reported from EASi/FMIS.
- The Construction and Demolition Waste Diversion KPI monitors small project sustainability efforts around waste diversion. Project Teams will need to maintain 5 new fields in ePMXpress Project Details to supply reportable data.

DASHBOARDS UPDATE

ODC has been collaborating with OCIO to create several dashboards. These dashboards pull information from various GSA source systems including ePM, IRIS, and CPA. Dashboards are also beneficial because they provide updated information on project performance without having to go to multiple systems in order to view data. Below is an update of the dashboards that ODC manages:

- CPID – in production; provides info on over prospectus projects including awards, performance measures, and project details
- CourtsPID – currently in development; will focus on courthouse projects that were funded in the FY16 U.S. Courthouse Program
- Small Projects Dashboard – in development; provides info on small projects including performance measures and workload distribution
- Sustainability Dashboard – in development; provides info on projects' "green" performance including energy, water, and greenhouse gases, and LEED certifications.